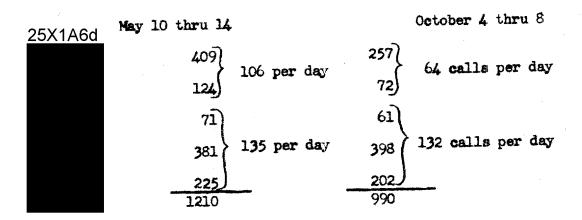
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Telephone Traffic Studies 1954



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Estimate of Current Telephone Usage by Function

	25X1A6d			
				Total
1.	General Administrative Use	35	15	50
2.	Personal	4	8	12
3.	Accessioning	10	3	13
4.	Records Reference Service	2	20	22
5.	Initial Distribution	4	A.	8
6.	Intelligence Reports	1	8	. 9
7.	Information Reports	2	69	71
8.	Supplemental Dist. of Admin. Issue:	nces <u>6</u>	132	11 196

This breakdown of calls is an estimate based on the experience of Center personnel in day to day operations. After moving to it can be assumed that the number of administrative calls would decrease by 80%. This assumption is based on the fact that the Center phones are used for internal communication between the front and back office and that nousekeeping calls will be confined to the local area at No decrease would be anticipated in the number of other calls if an present functions remain with the Center. The question is — what percent would be handled by Headquarters and what by the Center.

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Average Number of Requests per day in Fiscal year 1954

Records	12
Intelligence Reports	9
Information Reports	25
Admin. Issuances	<u>4</u> 50

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The following estimates are based on the assumption that all functions except initial distribution will remain with the Center. The estimates indicate that provision must be made for a total of 115 incoming and outgoing messages per day. No allowance has been made for an increase in business.

- 1. Headquarters will receive an average of 50 requests per day for reference service on materials in the Center.
 - 2. Approximately 25% of these requests will be in writing.

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- 3. Headquarters must be prepared to relay 38 reference requests per day to the relation in teletype. In addition, provision must be made for handling 57 confirmation calls relating to these requests.
- 4. The accessioning and disposal functions will require 10 calls per day.
 - 5. General administration will require 10 calls per day.